Saskatchewan Archives Board

ANNUAL REPORT

April 1, 2000 - March 31, 2001

102-00090/

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Letters of Transmittal

The Honourable Lynda Haverstock
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2000 to March 31, 2001.

Respectfully submitted

The Honourable Ron Osika
Minister Responsible for
The Saskatchewan Archives Board

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Sir:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2000 to March 31, 2001.

Respectfully submitted

Dr. Brett Fairbairn
Chair
Saskatchewan Archives Board

Archival Development in Saskatchewan

The Saskatchewan Archives was established under legislation in 1945 as a joint university-government agency. While *The Archives Act* was passed in that year, steps to care for public and private archives had begun much earlier. From as early as 1909, the Legislative Library had been collecting and preserving historical documents. In 1938 the University of Saskatchewan and the Government of Saskatchewan officially joined forces to transfer government records to the newly-created Historical Public Records Office located on the university campus. Despite these efforts, there was no systematic or comprehensive approach to records keeping as the government of the day largely determined what records should be preserved and what should be destroyed. Invariably, documents and records were destroyed or lost.

To correct this situation, the newly elected Douglas government set out a public records policy under *The Archives Act*. It expanded archives activity beyond its primary responsibility for the official records of the Government of Saskatchewan to include acquisitions of documentary material from local government and those private sources "having a bearing on the history of Saskatchewan." Saskatchewan's archival legislation was largely based upon the following principles:

- That it was important to document the lives of ordinary Saskatchewan people as well as those of the political, social and economic elite;
- That all points of view regardless of affiliation or persuasion must be respected and documented;
- That politics must be removed from the appraisal, selection and access process; and
- That only through the regular scheduling, acquisition, preservation and access of the official records could the Government of Saskatchewan and its civil service demonstrate how they had fulfilled the public trust.

Over the past 50 years, this wide-ranging mandate has allowed the Saskatchewan Archives to build up one of the most comprehensive provincial archival collections in all of Canada.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfil its public trust. It also plays a leadership role within Saskatchewan's fledgling archival community.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision:

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the Province's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved;
- The collective identity of Saskatchewan people, as documented through public and associational life, artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethnocultural groups who have chosen Saskatchewan as their home.

Mission:

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, the Saskatchewan experience;
- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;
- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task;
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values:

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;
- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services;
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationship

Unlike most other provincial archives across Canada which are part of a line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgement and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions. During the period under review, Cabinet confirmed the existing structure, reporting relationship and mandate of the Saskatchewan Archives.

The Archives Act provides for a management board to oversee the activities of the Saskatchewan Archives. The board is responsible for:

- appointing, reviewing and working with the Provincial Archivist;
- setting broad policy objectives and guidelines;

- ratifying specific management decisions;
- preserving the autonomy and the integrity of the institutions and its records; and
- representing the institution to the wider community

As of April 1, 2000, the composition of the management board was as follows:

Dr. Brett Fairbairn, Professor of History, Centre for the Study of Co-operatives, University of Saskatchewan (Chair);

Mr. Frank Winter, Director of Libraries, University of Saskatchewan (Vice-Chair);

Ms. Gwen Charman, Director of Operations, Meewasin Valley Authority;

Dr. Eber Hampton, President, Saskatchewan Indian Federated College, University of Regina;

Mr. John Law, President, Saskatchewan Property Management Corporation;

Dr. Brij Mathur, Associate Deputy Minister, Department of Municipal Affairs, Culture and Housing;

Mr. Lee McDonald, Assistant National Archivist, National Archives of Canada;

Dr. James Pitsula, Professor of History, University of Regina; and

Ms. Gwenn Ronyk, Clerk of the Legislative Assembly.

In September 2000, an Order-in-Council was passed re-appointing the following persons to the board:

Dr. Brett Fairbairn, Professor of History and Director, Centre for the Study of Co-operatives, University of Saskatchewan (Chair);

Mr. Frank Winter, Director of Libraries, University of Saskatchewan (Vice-Chair);

Ms. Gwen Charman, Director of Operations, Meewasin Valley Authority;

Dr. Brij Mathur, Acting Deputy Minister, Department of Municipal Affairs and Housing; and

Ms. Gwenn Ronyk, Clerk of the Legislative Assembly.

Under the same authority, the following persons were appointed to the board:

Mr. George Hoffman, Retired history and social studies teacher, and Sessional Lecturer, Department of History, University of Regina;

Dr. William Howard, Professor of English, University of Regina;

Mr. Alan Moffat, Vice-President, Commercial Services Division, Saskatchewan Property Management Corporation; and

Dr. Thomas Nesmith, Associate Professor of Archival Studies, University of Manitoba.

Under the terms of the legislation, Mr. Frank Winter serves as representative of the University of Saskatchewan and Dr. William Howard as a representative of the University of Regina. The Provincial Archivist, Mr. Trevor Powell is Secretary of the Board.

Being a corporate entity, the board reports directly to the Minister of Municipal Affairs and Housing. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department's estimates. Space for the office and storage facilities in Regina is leased through the Saskatchewan Property Management Corporation. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, payroll and purchasing services at a nominal fee to the Archives. With the signing of a collective agreement in 1996, the handling of personnel matters for in-scope employees was transferred from the University Human Resources Department to the Human Resources Branch, Department of Finance.

During the period under review, the board engaged a management consulting firm, Koenig and Associates, to review the alignment, job structure and compensation levels for senior level management positions at the Saskatchewan Archives. An important goal of the study was to develop a structure to support the vision, values and strategic direction of the Saskatchewan Archives. In her report the consultant recommended the following:

- executive management positions at the Saskatchewan Archives be aligned with the Government of Saskatchewan's Management and Professional Classification Plan;
- based on the recommended structure, the corresponding salary ranges for the Management and Professional Classification Plan be adopted as the compensation structure;
- benefits and pensions for existing out-of-scope employees continue to be aligned with the University of Saskatchewan; benefits and pensions for new out-of-scope employees be aligned with the Government's plans.

The board approved these recommendations in February 2001.

Organization

Organizationally the Saskatchewan Archives is divided into the Government Records Branch and the Historical Records Branch, both headed by Directors. Both senior managers report directly to the Provincial Archivist in carrying out their duties and responsibilities. The Director, Government Records Branch, in addition to program responsibilities, handles the administrative function of financial management.

Under the terms of *The Archives Act*, the board may enter into agreement with other parties for the provision of archival services. In 1996 the Saskatchewan Archives Board and the City of Regina renewed a contract to provide archival services to the City including a two-person staff and storage of archival materials. The City of Regina Archivist reports directly to the Provincial Archivist. The contract terminates on December 31, 2001.

Saskatchewan Archives Board
I
Provincial Archivist

Government Records Branch	Historical Records Branch	City of Regina Archives
Program areas:	Program areas:	
• Information Management Section	• Reference & Special Media Section	
• Disposition Management Section	• Reference & Collections Section	
• Archival Management Section	• Manuscripts, Maps & Architectural Drawings Section	
	• Information Technology	

Renewal of the Saskatchewan Archives

Having successfully completed the strategic planning process, management and staff prepared budget development proposals based on the strategic plan. These proposals were submitted by the Department of Municipal Affairs and Housing to Treasury Board as part of the regular budget cycle.

In the March 30th provincial budget, the Saskatchewan Archives received $1, 000,000 in increased funding. The additional funds will be used to hire staff to process an extensive backlog of records. Reducing the backlog will involve the arrangement and description of the records, creation of a database of archival holdings and posting new finding aids on the Saskatchewan Archives website and the Canadian Archival Information Network. This investment in content will make the public and private holdings more accessible. It will help to insure the Saskatchewan Archives is prepared to meet the new demands of the information age and will also position the institution to be a leading player in promoting and supporting the 2005 centenary celebrations.

Management of Government Information

The increasing volume and complexity of information created by the Government of Saskatchewan provides significant challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives works closely with departments, agencies, boards, commissions and crown corporations to improve the accountability and efficiency of the processes through which information created or acquired is managed.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a record classification system and retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs.

In 1993 the Legislative Assembly approved the Saskatchewan Administrative Records System (SARS) which provides an authority for the classification, retention and disposal of administrative records common to all government institutions. A section relating to the classification and disposition of electronic information systems and technology was added three years later. During the reporting period, the Saskatchewan Archives staff continued to

introduce SARS into a number of departments and crown corporations. Work was also continued on the development of "Operational Records Systems (ORS); an authority covering the classification and disposition of records peculiar to government institutions.

In addition to developing and implementing records systems, staff reviewed records disposal requests to determine eligibility for disposal and transfer to the Archives. In 2000/2001, 772 disposal requests were reviewed by Government Records Branch staff, resulting in 117 transfers of records to the permanent collection. In total, 2670 metres of records were authorized for destruction and 184 metres of records were appraised and selected for permanent retention.

Staff consult with and advise employees throughout government on a wide range of records management issues on an ongoing basis. In addition to consultations with government departments, Spring and Fall issues of the newsletter, "...For the Record", were distributed to 623 individuals throughout government. The newsletter is targeted at keeping those working in the field of records management informed about current issues, and sharing ideas and news of mutual concern.

In response to demand for information relating to the classification and disposition of records, staff conducted training workshops in Regina, Saskatoon and Prince Albert. The first series of workshops, held in the Summer of 2000 addressed issues relating to the classification and retention of administrative records. The second series of workshops addressed the design and implementation of operational retention systems. A total of 171 participants attended the workshops.

During 2000/2001 the Saskatchewan Archives website was redeveloped. Copies of the newsletter, an overview of the Saskatchewan Administrative Records System (SARS), information on records disposal, records management and archival processes were placed on the site. Soon the website will incorporate a disposal request form allowing government agencies to prepare and submit disposal requests electronically. The form will be downloadable and printable. A more interactive version of SARS will also be made available on the website.

In the winter of 2000/2001, the Government Records Branch staff began a revision of SARS. The revision is a complex process involving extensive research, consultation, surveys and studies of various records management issues as well as administrative processes followed in government. Staff plan to complete the SARS revision process by the 2002/2003 fiscal year.

From creation to disposal, the entire records scheduling and appraisal process ensures that records which have continuing value are retained and that records, which no longer possess administrative, legal or fiscal value, are destroyed. As a result, the Saskatchewan Archives saves the Government of Saskatchewan thousands of dollars in storage costs while at the same time maintaining accountability for information.

Collection Development and Management

2000/2001 Acquisitions

Working with the Saskatchewan Property Management Corporation and the Department of Municipal Affairs and Housing, the Saskatchewan Archives was successful in securing more space and a better environment for offsite storage in Regina. The freeze imposed on the acquisition of both public and private records over 1999/2000 and through most of 2000/2001 was gradually lifted. Lack of archival storage space caused problems for client government departments, individual donors and private organizations who had to retain archival quality material in their offices or homes. It also hurt the Saskatchewan Archives whose integrity and commitment to preserving the historical record of the province came under intense scrutiny and criticism. In recent months, donations of private papers and records for which there were written agreements have been turned over to the Archives. Government records, which had been scheduled, appraised and awaiting transfer, have been forwarded to the Archives.

During the period under review, the following significant acquisitions of public and private records were transferred or donated to the Saskatchewan Archives:

- Battlefords Hospital. Patient ledgers and registration and discharge ledgers, 1914-1969. The Battlefords Hospital was the first hospital in Saskatchewan designed specifically for the treatment and rehabilitation of the mentally ill;
- School district/division and regional college records;
- Department of Municipal Affairs, Culture and Housing, Northern Services Branch. Records relating to Northern Capital Grant Programs, Northern Fire Protection Programs and Board of Revision Decision files, 1983-1993;
- Department of Justice, Saskatchewan Securities Commission. Records of the Chairman, 1967-1989;
- Department of Social Services, Human Resources Development Agency. Records relating to aboriginal organizations, 1972-1978;
- Roy Romanow. Records created as Premier of Saskatchewan, 1993-1999;
- Dwain Lingefelter. Records created as Deputy Premier and Minister of Agriculture and Food,1991-2000;
- Patricia Atkinson. Records created as Minister of Education, 1995-1998;
- Conseil Culturel Fransaskois. Administrative and program records, 1974-1998;
- Emil Jonescu. Collection of 8352 photographic negatives taken by this Saskatchewan teacher and amateur photographer, ca. 1960-1985;

- Denny Carr. Textual and audio/visual records relating to the personal life, career and community activities of CFQC radio personality, ca. 1950's-1999;
- William Bock. Writings, poetry, family records and records relating to his career as Member of Parliament;
- North West Mounted Police Lodge No. 11, Saskatchewan Masons. Minutes, membership rolls, certificates and photographs, 1894-1995.

Development of an Institutional Acquisition Strategy

In their independent review, Michael Swift and Associates, recommended that the Saskatchewan Archives continue its mandate of acquiring public and private records in all media. They also recommended that a more formal policy structure be established to regulate its collecting activity. The strategic plan reinforced Swift's recommendation by committing the Saskatchewan Archives to developing an acquisitions strategy. In November and December 2000, senior management and chief archivists came together as a committee and drafted an acquisition policy for the institution.

In developing this policy document, the committee reviewed legislation, acquisition policies and internal operating structures for a number of provincial archives as well as the National Archives of Canada. From this policy will flow appraisal criteria for public and private records in all media. Together the acquisition policy and appraisal criteria will constitute the acquisition strategy for the Saskatchewan Archives. Like all planning documents, the acquisition policy and appraisal criteria must be constantly monitored and, if necessary, changed. The strategy will introduce a more co-ordinated and selective approach to record acquisition across the institution.

Preservation Management and Accommodation

Microfilming

With the co-operation of the Saskatchewan Weekly Newspapers Association, all newspaper publishers in the province were contacted with regard to signing a standard agreement to formalize microfilming of back issues of the weekly newspapers on an annual basis. Approximately two-thirds of the publishers entered into this arrangement. For reasons of copyright, where there is no agreement with the publisher, those newspapers published after December 21, 2000 will no longer be microfilmed by the Saskatchewan Archives for permanent preservation.

Over the course of the fiscal year, the microfilming of Saskatchewan weekly newspapers continued. In-house microfilming of the Prince Albert Daily Herald for the period April 1967-December 1969 was also done. Deteriorating documents in the Claybank Brick Plant records, Morris Shumiatcher and Reginald Rimmer papers and additional homestead files of the

Department of the Interior records were also microfilmed for purposes of conservation. Another 62 reels of the Saskatchewan Department of Agriculture, Lands Branch records on negative film were duplicated. The National Library of Canada continued to acquire duplicate microfilm copies of all Saskatchewan weekly newspapers.

Microfilms produced for acquisition purposes	1999/2000 (no. of reels)	2000/2001 (no. of reels)
Newspaper	111	105
Government records	0	0
Records from private sources	0	30
Microfilms acquired/purchased for permanent collection		
Newspapers	64	64
Government records	0	0
Records from private sources	0	0
Microfilm produced/duplicated for conservation		
Newspapers	31	8
Government records	32	79
Records from private sources	0	2
Microfilm duplicated for outside agencies/individuals		
Newspapers	150	138
Government records	0	6
Records from private sources	1	2

Records Storage, Environment and Security

In its strategic plan, the board endorsed a number of general accommodation objectives for the Saskatchewan Archives. They are as follows:

- To obtain sufficient space for the Saskatchewan Archives' collections and operations for the present and future growth;
- To obtain accommodation which will provide safe and secure storage for collections, including the provision of appropriate environmental conditions and controls;
- To obtain accommodation which will provide the Saskatchewan Archives with improved visibility and which will allow the public access to the holdings of the Archives;

- To obtain accommodation, which will improve the efficiency and effectiveness of operations, including consolidation of staff to the minimum number of locations possible.

Using these objectives as a guide, board and management during 2000/2001 began to explore options for addressing future accommodation needs in both cities.

Regina: While security and space conditions have been met at the Maxwell Crescent site, the environmental conditions do not meet the approved accommodation objectives. The Provincial Archivist has been authorized to explore short term and long term space requirements in Regina.

Saskatoon: The independent consultant made specific recommendations about the future of the Saskatoon office and archival service delivery in that city. In its strategic plan, the board committed itself to delivering a high level of service in Saskatoon while, at the same time, maximizing efficient use of resources available there.

Having reviewed several options, the board decided that an archival centre would best satisfy these requirements. Under this concept, several partners would share the cost of developing and maintaining the facility. The archival centre would accommodate the Saskatoon Office of the Saskatchewan Archives along with a number of smaller archives under one roof. The new facility would improve visibility and access, the quantity and quality of storage space, and offer enhanced technical support and expertise for all participating partners. Through a number of archives developing and sharing a common facility, these challenges can be more readily met collectively than achieving them individually.

During September and October 2000, management prepared a proposal for an archival centre in Saskatoon and circulated it to interested stakeholders. There is a expressed desire among stakeholders in that city and the North that the Saskatchewan Archives maintain a strong presence there. The Provincial Archivist has been authorized to pursue discussions with potential partners.

Archival Arrangement and Description

Reducing the Records Processing Backlog

On March 30, 2001 the Government of Saskatchewan announced in the provincial budget that the Saskatchewan Archives will receive an additional $1,000,000 in funding for the 2001/2002 fiscal year. Most of the incremental funding will be spent on reducing the extensive records processing backlog, which has built up over the years. This financial commitment coupled with the earlier decision to implement descriptive standards across the institution means the Saskatchewan Archives will be giving a high priority to this important archival function over the next several years. At the same time it will be looking at ways of regulating its collecting activity to ensure such as an extensive backlog of unprocessed records does not accumulate again.

Descriptive Standards Implementation

Budget increases in recent years have placed the Saskatchewan Archives on a better financial footing and have provided an opportunity for the institution to implement parts of its strategic plan using existing resources. Such is the case with implementing descriptive standards.

Arrangement and description functions play a key role in delivering effective and efficient service. Archival institutions, which have aggressively implemented descriptive standards in conjunction with automation, report that such an investment in quality descriptive work directly benefits researchers, makes more efficient use of costly storage space, and makes the work of the reference staff more consistent and efficient. During 2000/2001 the Saskatchewan Archives adopted a descriptive standards program based on the national standard, Rules for Archival Description (RAD). In late February and early March 2001, management invited Dr. Wendy Duff of the University of Toronto Faculty of Information Studies to conduct a 2-day in-house RAD workshop. The Saskatchewan Archives also sponsored a similar workshop for members of Saskatchewan's archival community. Adopting and implementing RAD will allow the Saskatchewan Archives and other smaller archives across the province to participate in the newly established Canadian Archival Information Network (CAIN) and to qualify for Federal funding.

In March 2001, management engaged the services of Carman Carroll and Associates Inc. to prepare a descriptive standard implementation strategy for the institution.

Reference Service and Outreach

The Saskatchewan Archives collection continues to be a popular resource for family and local historians, university faculty and students, publishers and broadcasters. Of particular note is a significant shift in patronage towards more academic research. The apparent, very large drop in the number of telephone contacts over the previous year is partly explained by a revision in tracking procedures to make statistics more accurate.

Reference service in the Saskatoon Office remained closed on Mondays until the end of June 2000. The one-day closure allowed the temporary assistant archivist to become more conversant with the collection and able to assist the chief archivist with a larger share of the workload. With the appointment of an assistant reference archivist to the permanent position in August, the staff complement returned to normal.

Patron use of Reference services	Regina		Saskatoon		Total	
	1999/00	2000/01	1999/00	2000/01	1999/00	2000/01
Personal visits	3,409	3,243	1,485	1,616	4,894	4,859*
Written enquiries (mail, fax, e-mail)	1,336	1,231	624	1,183	1,960	2,414
Telephone enquiries	3,763	1,931	1,167	575	4,930	2,506
Interlibrary loans of microfilm	39	111	23	41	62	152
Tours/presentations (# of participants)	189	230	83	115	272	345
TOTAL VISITS/CONTACTS	8,736	6,746	3,382	3,530	12,118	10,276
* General public, 70%; University, 26%; Saskatchewan Government, 4%						
Documents retrieved for research (no. of containers/items)	19,507	26,668	9,141	9,496	28,648	36,164
Documents reproduced for research	30,695	30,036	23,263	24,861	53,958	54,897

The number of access to information requests to consult restricted public records increased from 10 to 26. Access to such records is governed by *The Freedom of Information and Protection of Privacy Act*. In handling such requests the archivist must balance the public right to know with that of the privacy of the individual. Access decisions often go beyond the application of legislation as the Provincial Archivist also has the right to release personal information if he determines that it would not be an unreasonable invasion of privacy. The application of provisions under the new Copyright legislation has further complicated the work of the archivist.

Procedurally, the restricted records to be consulted must be reviewed by the archivist page by page to ensure legislative and written agreement provisions are observed. This work is both time consuming and complicated. The increasing complexity of access issues and the growing volume of records reviewed per request has led to more staff time being required to handle each enquiry, some of which involve litigation.

During the period under review, the Saskatchewan Archives engaged the services of a Saskatoon-based computer firm, Intrinsix, to redevelop its website (www.saskarchives.com). Coordinated by chief Archivist, Nadine Small, this project sought input from chief archivists and their program areas. Using existing resources, work continues on redesigning the website and making it more interactive.

Information Technology

The Information Technology Analyst provided ongoing, front line support for Archives staff in both offices. These duties include configuring, deploying and upgrading work stations, IT inventory management, trouble shooting hardware and software problems, research for and recommendations on the purchase of new hardware and software, basic training on software applications, and advising staff on database design and other technical issues.

In addition to these tasks, the redevelopment of the Archives' Wide Area Network was completed over the course of the year. This work has led to significant change in the organization's IT infrastructure. The main feature of the new configuration is the creation of a Virtual Private Network, providing secure, private communications among the Local Area Networks in the two offices in Regina and one office in Saskatoon. Outside e-mail services and internet access were added to all workstations, making communication and web browsing more accessible to staff at all levels. Regular upgrades were made to computer hardware to keep pace with advances in technology.

Saskatchewan History

This highly acclaimed journal offers its readership a variety of articles, reprints of documents and book reviews reflecting the most recent historical research and writing on provincial history. The journal first appeared in 1948 and has earned a reputation for excellence, receiving awards in 1962 from the American Association for State and Local History and in 1979 from the Canadian Historical Association.

Unfortunately the production schedule for the journal became seriously compromised over the course of the fiscal year resulting in the publication of only the Spring 2000 issue in August. The one issue produced featured "The Peoples of Saskatchewan in Pictures: The Francophones," by Andre Lalonde and Richard Lapointe. This article focused primarily on the non-Metis French immigrants to Saskatchewan. There were also shorter articles and book reviews of interest to history buffs.

To produce a quality publication twice a year requires considerable dedication and effort by a number of volunteers and staff. The Saskatchewan History Advisory Board (as at March 31, 2001), which oversees the journal's direction and operation, included the following members:

Mr. George Hoffman, Sessional Lecturer, University of Regina (Chair);

Dr. J.W. Brennan, Professor of History, University of Regina;

Dr. Valerie Korinek, Professor of History, University of Saskatchewan;

Dr. D.S. Spafford, Professor of Political Studies, University of Saskatchewan;

Mrs. Patricia Wagner, Saskatchewan History and Folklore Society representative;

Dr. Georgina M. Taylor, Editor;

Mr. D'Arcy Hande, General Manager;

Ms. Nadine Small, Administrative Officer;

Mrs. Ilene Youchezin, Administrative Assistant.

Saskatchewan History Sales and Circulation

Paid subscriptions	as at March 2000	as at March 2001
General	311	303
Libraries	155	175
Schools	40	41
Gifts	47	36
TOTAL	553	555
Exchange and complimentary	53	52
Distributed to authors, reviewers, editor, staff, bookstores (on consignment)	145	145
TOTAL CIRCULATION	751	752

SASKATCHEWAN ARCHIVES BOARD

FINANCIAL STATEMENTS

For the Year Ended March 31, 2001

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V7

Phone: (306) 787-6398
Fax: (306) 787-6383
Internet e-mail: info@auditor.sk.ca

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2001 and the statements of revenue and expenditures and net financial assets, and cash flows for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at March 31, 2001 and the results of its operations and its cash flows for the year then ended in accordance with the Canadian generally accepted public sector accounting principles.

Regina, Saskatchewan
June 18, 2001

Fred Wendel, CMA, CA
Acting Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As as March 31

	2001	2000
Financial Assets:		
Due from the University of Saskatchewan (Note 4)	$ 298,470	$ -
Accounts receivable	2,701	5,783
Grant Receivable - General Revenue Fund	-	313,000
Prepaid expenses	15,273	10,537
	316,444	329,320
Investment in Pooled funds (Notes 4 and 5)	47,371	47,371
	363,815	376,691
Liabilities:		
Due to the University of Saskatchewan (Note 4)	-	110,500
Accrued vacation pay payable	44,247	91,678
Accounts payable	68,467	99,164
Deferred Revenue	22,372	26,897
	135,086	328,239
Net financial assets (Statement 2)	$ 228,729	$ 48,452
Investment in tangible capital assets (Note 3)	$ 155,317	$ 153,199

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF REVENUE AND EXPENDITURES AND NET FINANCIAL ASSETS
For the year Ended March 31

	Budget 2001 (Note 9)	Actual 2001	Actual 2000
Revenue:			
Grants - General Revenue Fund	$ 2,443,401	$ 2,600,000	$ 2,598,000
Other	15,864	35,411	12,624
	2,459,265	2,635,411	2,610,624
Services	140,824	139,638	161,193
Photocopy sales	43,000	43,708	41,925
Magazine sales	10,000	1,614	15,207
Miscellaneous	11,874	12,731	14,089
	2,664,963	2,833,102	2,843,038
Expenditures:			
Salaries and benefits	1,830,058	1,819,843	1,655,019
Administrative services	715,405	701,178	884,574
Printing and postage	35,450	32,638	34,836
Equipment	24,200	64,141	97,183
Materials & supplies	28,500	35,025	38,368
	2,633,613	2,652,825	2,709,980
Increase in net financial assets	$ 31,350	180,277	133,058
Net financial assets/(liabilities), beginning of year		48,452	(84,606)
Net financial assets, end of year - to Statement 1		$ 228,729	$ 48,452

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOWS
For the Year Ended March 31

	2001	2000
Cash provided by (used in) operating activities:		
Increase in net financial assets	$ 180,277	$ 133,058
Change in net financial assets:		
Decrease (increase) in grant and accounts receivable	316,082	(317,429)
Increase in prepaid expenses	(4,737)	(7,154)
(Decrease) increase in accrued vacation payable	(47,431)	39,815
(Decrease) increase in accounts payable	(30,696)	13,206
(Decrease) increase in deferred revenue	(4,525)	6,303
Net change in non-cash working capital balances related to operations	228,693	(265,259)
Cash provided by (used in) operating activities	408,970	(132,201)
Due from (to) the University of Saskatchewan, beginning of year	(110,500)	21,701
Due from (to) to the University of Saskatchewan, end of year	$ 298,470	$ (110,500)

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2001

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared using Canadian generally accepted accounting principles. The following accounting policies are significant.

a) Tangible Capital Assets

Tangible Capital assets are charged to expenditures when purchased rather than when consumed. For accountability purposes, these assets are also recorded separately as an investment in tangible capital assets. The unconsumed cost of the physical assets is the cost of the tangible capital assets less amortization provided over the estimated useful life of the assets on a straight-line basis as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5 years
Furniture	5 - 20 years

This amortization procedure does not impact the statement of revenues and expenditures.

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Expenditures

Expenditures are recorded on the accrual basis and include the costs of tangible capital assets acquired during the year.

c) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Additional units are acquired when assets are transferred to the University of Saskatchewan. The Board can realize changes in the underlying unit values by redeeming units.

Units in the pooled fund are recorded in the accounts at their net asset value per unit. The net asset value per unit is the market value of the pooled funds investment divided by the total number of units outstanding in the fund.

3. Tangible Capital Assets

	Office Furniture and Equipment	Computer Hardware and Software	Total 2001	Total 2000
Tangible Capital Assets				
Cost, beginning of year	$ 406,894	$266,183	$673,077	$588,300
Additions	27,543	32,571	60,114	92,635
Disposals	(7,758)	---	(7,758)	(7,858)
Cost, end of year	426,679	298,754	725,433	673,077
Amortization				
Accumulated amortization, beginning of year	287,725	232,153	519,878	467,741
Amortization in year	23,626	34,201	57,827	59,995
Disposals	(7,589)	---	(7,589)	(7,858)
Accumulated amortization, end of year	$303,762	$266,354	570,116	519,878
Investment in tangible capital assets			$155,317	$153,199

4. Due to/from University of Saskatchewan

The University administers cash and investments on behalf of the Board. The University pays the Board interest only for the money related to the Evelyn Eager Estate Trust Fund and the Capital Trust Fund. The Saskatchewan Archives Board is not charged for interest on overdraft.

5. Saskatchewan History Trust Fund

In July 1992, the Saskatchewan Archives Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The $47,371 is restricted indefinitely with the interest earned applied to the costs of publishing the Saskatchewan History magazine. The Board has the discretion to use the income for other purposes if the Board ceases publication of the magazine.

6. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Administrative services are provided at a nominal charge to the Board by the University of Saskatchewan and the University of Regina.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in administrative services are amounts paid to the Saskatchewan Property Management Corporation for office space the Board leases in Regina. Lease payments were $517,761 in 2001 (2000 - $714,542).

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

7. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $90,534 (2000 - $81,287).

8. Financial Instruments

The Board's financial instruments include cash, investments, grants receivable, accounts receivable, accrued vacation pay payable and accounts payable. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest or credit risk.

9. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

Additional Supplementary Information

2000/2001
PERSONAL SERVICES

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total $2,500 or more.

Powell, Trevor J.D.	$	79,302
Hande, D'Arcy K.	$	69,246
Herperger, Don	$	74,536
Taylor, Georgina	$	2,500

2000/2001
SUPPLIER PAYMENTS

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Property Management Corporation	$	560,226
Saskatchewan Telephone	$	48,622
Netlink Computers	$	23,442
Payees under $20,000	$	240,780